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Executive Assistant to DCI

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3 October 1952

Director of Training

Weekly Summary Report

1. Six Agency personnel have been enrolled in the Near East Language and Area Program at the Foreign Service Institute which began on 1 October 1952 and will end approximately 31 March 1954. Following a period of approximately six months of intensive language study in Arabic and area studies in the United States, the students will go to a field installation of the Foreign Service Institute for a continuation of language and area studies.
2. The Office of Training has been approached by the Chief of Linguistic Research in AFSA to participate in an inter-departmental committee on language reference materials. The main functions of the committee will be to effect coordination of effort, economy, and set up priorities for the production of needed materials among interested agencies in the government.
3. During the week ending 3 October the Office of Training has received and made recommendations for approval of 23 requests for external training in various parts of the United States.
4. A special full-time Russian Language and Area Program was started on 29 September at the Institute of Languages and Linguistics, Georgetown University, sponsored by the Office of Training. Six Agency career personnel are presently enrolled.
5. A new class in reading improvement for members of the State Department was begun on 29 September with sixteen senior personnel presently enrolled. The Reading Improvement Laboratory currently has ninety CIA students each day.
6. During the week ending 3 October, 161 students are enrolled in the introductory and self-study courses in the Language Training Center. In addition, the laboratory was used for a total of 414 student hours during the week.
7. A proposal for a research project to determine the psychological requirements in the duties of the intelligence officer has been approved. Work will begin soon on this study, which is designed for the double purpose of providing information for the revision of assessment procedures and of developing a guide for the systematic collection of criterion data for validation purposes.

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8. The Order of Battle Course beginning 15 September ended on 24 September. There were 18 students in attendance. A detailed report is being prepared by the Chief Instructor outlining problems and suggesting improvements. The next O/B course is scheduled to begin on 20 October. The problem of suitable space still exists. In the absence of a satisfactory solution, the course will again be presented in Room 107, R & S Building.

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9. Project [REDACTED]

Table of Organization was approved in part as submitted by the Deputy Director for Administration. Approval of remainder of personnel was withheld pending final approval of the project.

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10. The Chief, Training Development Staff, and senior representative have, during this week, devoted the major portion of their time to a special high priority training project on behalf of [REDACTED] Staff attached to DD/P.

11. Communist Party Operations Course No. 9 is currently being presented (13 students, 1 auditor).

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[REDACTED]

S/ MATTHEW BAIRD

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